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GOVERNOR



KRISTY H. NICHOLS  
COMMISSIONER OF ADMINISTRATION

**State of Louisiana**  
Division of Administration  
**Office of Information Services**

June 11, 2014

**ISIS Memorandum 14-006**

To: ISIS Agency Liaisons  
Fiscal Officers  
Purchasing and Contract Management Personnel

Subject: AFS, AGPS, and CFMS Extended Availability During 2014 Year-end Closes

**\*\*\*\*Please distribute this important information to all AFS, AGPS, and CFMS Users. \*\*\*\***

AFS, AGPS, and CFMS will have the following extended hours of availability:

**For June 30th Close:**

June 23 – June 27	7 AM until 8 PM
June 30	7 AM until 8 PM

July 1 (Tuesday) – Access for Control Agencies Only

July 2 (Wednesday) – Access for Control Agencies Only, until June 30<sup>th</sup> close process is complete.

**For Encumbrance Rollover and 13th Period Close:**

August 1	7 AM until 9 PM
August 4 – August 8	7 AM until 9 PM
August 11 – August 14	7 AM until 9 PM

August 15 (Friday) – Access for Control Agencies Only

**The Encumbrance Rollover process is scheduled to run on Saturday, August 2 at 5:00 PM**

This schedule is being implemented to give agencies more time to complete fiscal-year closing tasks. During extended hours, the AFS Help Desk will be remotely monitored June 23 - 27, August 1, August 4 - 8, and August 11 - 14. The AGPS/CFMS Help Desk will be remotely monitored June 23 - 27, and August 1.

For any questions concerning this schedule, please call the ISIS/AFS Help Desk at (225) 342-2677, Option 3.

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